

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P. O. Box 25047
Denver, Colorado 80225-0047**

In Reply Refer To:
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March 5, 2002

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Information Bulletin No. HR-2002-056

To: BC, HR, NI, and ST Center Directors
WO 330D, WO570D, and WO560D Project Managers
Training Coordinators

From: Director, National Human Resources Management Center

Subject: Computer Course Nominations **DD:03/22/02**

The National Human Resources Management Center has arranged for computer skills training during the months of April, May, and June. **Microsoft WORD will replace Word Perfect as the Bureau software for word processing. Although we do not have a definite date in which Microsoft Word will become the Bureau standard, we are offering these classes to prepare for this transition. This is only the second in a series of training that will be offered. Another series of training will be offered throughout the year to ensure all employees are accommodated.**

Using the attached class schedules and course descriptions, please submit through your training coordinators, the names of employees who can attend. Nominations using the attached form are being accepted on a first-come, first-served basis and are due March 22, 2002. Because nominations are accepted on a first-come, first-served basis, please turn in nomination forms as you receive them. Tuition costs will be paid from the overhead budget.

Classes will be held from 8:00 a.m. to 4:00 p.m. in Building 50 computer training room A1242. Employees must notify this office when legitimate conflicts preclude their attendance. This office will immediately check to see if there is another employee on the waiting list for that particular class. If there is, the employee and the employee's supervisor will be notified to determine their availability to attend. Supervisors should make every effort to ensure that their employees attend the courses they are registered for. If the computer training is not a priority and there is some doubt whether the person can attend, the nomination should not be made.

Nominations should be submitted on the attached forms to the appropriate designated training coordinator, by COB **Friday, March 22, 2002**. Training coordinators are as follows:

HR-Luron Porter 6-6503	ST-Rheda Dodd 6-6454	BC-Melodie Lloyd 6-8857
NI-Emily Alvarado 6-1692	WO-Barb Guest 6-8915	WO-Suzanne Rebek 6-2316

Class confirmation will be sent to each employee approximately one week before the class date. If you have any questions, please contact or Marilyn Ladd at 303-236-8267.

Signed by
Linda Sedbrook
Director

Authenticated by
Luron Porter
Secretary

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ST-150, BLM Library

2 Attachments

- 1- Course Descriptions and Dates Courses are Offered (2 pp)
- 2 - Microtutor Nomination Sheets (18 pp)

COURSE DESCRIPTIONS AND DATES COURSES ARE OFFERED

Word (Level One)

(April 12, May 8, May 14, 2002)

The Level One course is designed for the beginner with no previous Word experience. Topics covered include: the Word environment, navigating shortcuts, creating, editing, formatting, and saving basic text documents, tabs, tables, indents, and margins, page breaks, proofing, page setup and printing, headers and footers, and web page features.

Word (Level Two)

(April 16 and May 13, 2002)

The Level Two course builds on the skills learned in the Level One course and covers the use of sections, tables, newspaper columns, macros, templates, mail merge, styles and AutoText. This course is appropriate for intermediate to advanced users of WordPerfect.

Word (Level Three)

(April 30, 2002)

Take the next step with the advanced level of Word! Word graphics, desktop publishing features, forms, advanced styles, tracking changes, table of contents and other large document management features are covered.

Excel (Level One)

(April 8)

Learn the basics of the Excel spreadsheet. You will learn the workbook environment, entering, editing, and saving worksheets, navigating worksheets and workbooks, using formulas and functions, inserting rows and ranges, formatting worksheets, page setup and printing.

Excel (Level Two)

(May 2)

Would you believe that making spreadsheets could be fun? Check it out! Learn to link, and you will be guaranteed to save time with design and management of your spreadsheets. Use password protection, toolbars, creating charts and outlines. Learn how to use the drawing tools to enhance a spreadsheet. Excel's many database functions will be presented, including sorts, filters, and outlines.

Access (Level One)

(April 23, 2002)

The data is in there. Now what do you do with it? Learn database concepts and terminology through an overview of Access. You will create simple tables and queries, forms and reports. Learn how to plan, design, and maintain an effective database.

Access (Level Two)***(May, 10 2002)***

The plot thickens" Analyze table designs and relationships, the principles and techniques behind each. You will design select queries and customized reports. Learn the art of enhanced form design.

PowerPoint (Level One)***(April 15, 2002)***

You don't have to be an artist to put some sizzle in your slide show! Learn to create a presentation that will illustrate your points powerfully. Create and edit slides, use drawing tools and objects, insert a table, Clip Art and WordArt, organization charts, and Microsoft Graph. Apply templates, changes to the master, and run slide shows with transitions and animation. Review the do's and don'ts of design and post your slide show to the Web.

PowerPoint (Level Two and Three)***(April 9 and April 26, 2002)***

Take your PowerPoint use to the next level! Create you own templates, insert movies and sound, send slides to Microsoft Word, automate slide production, and create hyperlinks and interactive objects. Learn tons of timesaving tips to help you add the finishing touches faster!

Project 2000- Creating a Project (Level One)***(May 20, 2002)***

Whether your project is simple or complex, you will benefit from learning the basics of MS Project software. Identify the steps involved in project planning. Build a project to manage tasks and resources, define dependencies and crated different views of data through sorting and filtering. Create reports and calendars automatically.

Project 2000- Managing a Project (Level Two)***(May 22, 2002)***

Create a baseline plan, track progress, assign resources, manage future tasks, and generate a variety of priceless reports. You will learn to consolidate projects, exports and import data, and add hyperlinks to HTML files.

FrontPage 2000 (Level One)***(June 11, 2002)***

Explore FrontPage Explorer and editor. Learn to import text and graphics and set font styles and formats. Use a page template, the Thesaurus, Find command and Spell Check. Create and use hyperlinks and bookmarks. Web Structure management will also be demonstrated.

FrontPage 2000 (Level Two)***(June 18, 2002)***

Learn how to design, build, and manage webs and to use advanced FrontPage features. These features include adding media elements and web components, creating web-based forms and database connectivity, and using web collaboration tools.

APRIL 8, 2002

[illegible]

Attachment 2-1

POWERPOINT 2000 (LEVEL 2)

APRIL 9, 2002

[illegible]

MICROSOFT WORD 2000 (LEVEL 1)
APRIL 12, 2002

NAME	ORGANIZATION

MS POWERPOINT (LEVEL 1)
APRIL 15, 2002

NAME	ORGANIZATION

[illegible]

MS ACCESS (LEVEL 1)
APRIL 23, 2002

NAME	ORGANIZATION

POWERPOINT 2000 (LEVEL 2)
APRIL 4, 2002

[illegible]

MICROSOFT WORD 2000 (LEVEL 3)
APRIL 30, 2002

[illegible]

MS EXCEL 2000 (LEVEL 2)
MAY 2, 2002

MICROSOFT WORD 2000 (LEVEL 1)
MAY 8, 2002

MS ACCESS (LEVEL 2)
MAY 10, 2002

[illegible]

MICROSOFT WORD 2000 (LEVEL 2)
MAY 13, 2002

[illegible]

MICROSOFT WORD 2000 (LEVEL 1)
MAY 14, 2002

[illegible]

PROJECT 2000 (LEVEL 1)
MAY 20, 2002

PROJECT 2000 (LEVEL 2)
MAY 22, 2002

[illegible]

MICROSOFT WORD (LEVEL 3)
MAY 23, 2002

[illegible]

FRONTPAGE 2000 (LEVEL 1)
JUNE 11, 2002

[illegible]

FRONTPAGE (LEVEL 2)
JUNE 18, 2002

[illegible]